



Alcoholic Beverage Commission Special Agent in Charge (ABC SAC)

Reports To:

ABC Chief Law Enforcement Officer

Location:

Alcoholic Beverage Commission
One Commerce Square
40 South Main, Suite 415
Memphis, TN 38103

Position Description:

The ABC SAC is responsible for supervisory Alcoholic Beverage Commission investigative and compliance work of considerable difficulty; and is responsible for all field investigations and operations in an assigned geographic region under the authority of the Alcoholic Beverage Commission. In addition, this position is also responsible for managing all field investigations and operations statewide.

Position Role and Responsibilities:

- Testifies at criminal and civil proceedings
- Obtains issues and serves subpoenas or search warrants to gather information and evidence from suspects, informants or other individuals and their businesses.
- Performs audits of financial records of individuals or businesses for money laundering and hidden ownership of businesses.
- Conducts inventories of liquor at businesses and compares to distributor invoices to insure compliance with state laws and agency rules and regulations.
- Maintains awareness of changes in local, state and federal laws and agency rules and regulations.
- Assists in raid planning by providing detailed information on suspects, locations, potential problems and other details that are needed to conduct safe operations.
- Conducts safe handling of weapons according to agency policy and procedures
- Prepares and maintains case investigation files
- Assists in controlling the operation and security of the agency's central evidence room to ensure the integrity of all evidence and property obtained by case agents.
- Accounts for confidential funds received accurately by completing confidential funds disbursement reports each time funds are expended
- Conducts training classes and on-the-job training for agents
- Assigns work to agents and oversees the daily operations at the sub-post-of-duty

Qualifications:

- Bachelor's degree in criminal justice, criminology, law enforcement, law, accounting, management and human relations.
- Experience performing or instructing in one or a combination of the following: criminal investigation work in a local, state or federal government setting.
- Be willing to and able to qualify with, carry, and use assigned weapons
- Very strong oral and written communication skills



- Ability to build positive relationships with diverse team members and stakeholders
- Experience working with a team to implement efficient, accurate, and consistent standards and practices
- Upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course
- Some travel is required, must have a valid motor vehicle operator's license at the time of appointment

Salary and Benefits:

The annual salary is commensurate with qualifications. A comprehensive benefits package is included.

To Apply:

Please submit your resume to Ylonda.banister@tn.gov by September 7, 2018.

Pursuant to the State of TN's policy on non-discrimination, the Tennessee Alcoholic Beverage Commission does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.